

NAVSTA NORVA INSTRUCTION 5355.2H

Subj: DRUG ABUSE URINALYSIS TESTING PROGRAM

Ref: (a) SECNAVINST 5300.28C
(b) OPNAVINST 5350.4C
(c) Urinalysis Coordinator Handbook PERS-60 01/00
(d) Navy Drug Screening Program User's Manual Version 5.2.3
(e) Manual for Courts Martial (2002 Edition)
(f) Military Rules of Evidence (M.R.E.)
(g) Uniform Code of Military Justice

Encl: (1) Coordinator Collection Checklist
(2) Urinalysis Observer Brief
(3) Cover Sheet for Test Day Notification

1. Purpose. To provide guidelines for implementation, execution, and maintenance of Naval Station Norfolk's Urinalysis Program for military personnel.

2. Cancellation. NAVSTANORVAINST 5355.2G.

3. Applicability. This instruction applies to all military personnel whose urinalysis services are provided by Naval Station Norfolk.

4. Policy. Perform all urinalysis testing per references (a) through (g).

5. Action

a. The Navy Drug Screening Program, version 5.2.3, or the latest version reasonably available shall be used exclusively in running Naval Station Norfolk's Drug Screening Program.

b. Access to the Navy Drug Screening Program shall be restricted to the Urinalysis Program Coordinator (UPC) and alternates as designated in writing by the Commanding Officer.

c. Units/departments served by Naval Station Norfolk's Urinalysis Program shall designate a point of contact (POC) and an alternate in writing to coordinate with the Naval Station Norfolk UPC. Additionally, units/departments served by Naval Station Norfolk's Urinalysis Program shall add Naval Station Norfolk's Urinalysis Program Coordinator to their check-in/check-out process to facilitate a more timely entry in the urinalysis database.

d. All units/departments served by Naval Station Norfolk's Urinalysis Program shall submit to the Naval Station Norfolk UPC an accurate alpha roster of all officers and enlisted military personnel subject to urinalysis testing by the first day of each month. Additionally, they shall notify the Naval Station Norfolk UPC of any changes to personnel rosters daily by close of business the following working day. Examples of such daily updates are: TAD's, inter-departmental transfers, separations, and command transfers.

e. Notification of random urinalysis testing will be hand delivered to the unit/department POC or alternate, with receipt signature required. A notification copy will also be sent via email to all POC's and alternates.

f. On computer generated random testing days, urinalysis will be held in the "C" wing of Groshong Hall, Bldg. 0-22, during the hours of 0600-1600. Special consideration will be given to commands with midnight shifts. Nighttime random testing will be conducted during the hours of 1830-2330.

g. Only those personnel on leave, liberty, sick in quarters, or TAD are excused.

h. Naval Station Norfolk military personnel who return from an unauthorized absence greater than 24 hours must provide a urinalysis sample.

i. All newly reporting Naval Station Norfolk military personnel must provide a urinalysis sample by 1400 on the next regular workday.

j. Personnel are forbidden to possess, introduce, distribute, or use any product or device whose primary or intended purpose, or actual use is to defeat the Navy's Urinalysis program. Examples of these prohibited devices and products include, but are not limited to: the whizzinator, the urinator, and products ingested, inhaled, or injected to

cleanse, flush, or dilute the system of drugs. Possession, introduction, distribution, or use of these products and devices are prejudicial to good order and discipline and contrary to the Navy's zero tolerance policy, as they may allow members to circumvent an otherwise effective urinalysis program. Use or possession of any of these devices or conduct described herein is prohibited and punishable as an offense under the UCMJ.

k. Enclosures (1), (2), and (3), developed per reference (b), will be used by the UPC prior to and during urinalysis testing.

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